FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: F00154426-A **Type of Permit:** FILMING **Release Date:** 08/16/2019

Production Company	LOS ANGELES FILM SCHOOL
Insured Company Name	LOS ANGELES FILM SCHOOL
Contact Phone No. 1	323-860-0789
Contact Phone No. 2	
Fax	
Address	6363 W SUNSET BLVD, #500 LOS ANGELES, California 90028
Production Title	INSIDE THE NOTEBOOK
Type of Production	Student

Producer	Angelica Reyes Escribano
Director	Alejandra Hou
1st AD	Jalen Peggees
Production Manager	Angelica Reyes Escribano
FilmL.A. Coordinator	Ramona Jones
Location Manager	Angelica REYES ESCRIBANO
Primary Phone	Mobile - 7873672015
Secondary Phone	
Location Assistant	ANGELICA REYES ESCRIBANO
Primary Phone	Mobile - 7873672015
Secondary Phone	

Fees

LA CITY DEPT OF REC AND PARKS PARK MONITOR FEE	$532.00
LA CITY FIRE SAFETY OFFICER	$1,296.00
LA CITY DEPT OF REC AND PARKS MONITOR REPORTING FEE	$76.00

Total Permit Fee $1,904.00

Number of Locations 1

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Summary Information — Location

Location 1 of 1

Permit Number F00154426-A
Production Company LOS ANGELES FILM SCHOOL
Insured Company LOS ANGELES FILM SCHOOL
Production Title INSIDE THE NOTEBOOK

Location Manager Angelica REYES ESCRIBANO
Primary Phone Mobile - 7873672015
Secondary Phone

Location Address 17300 Sesnon Blvd, Los Angeles, CA, 91344
Location Name O'MELVENY PARK
Location Type Park
Location Description O'MELVENY PARK
Prep Dates 8/19/2019 - 8/19/2019 05:00 - 08:00 1 day
Film Dates 8/19/2019 - 8/19/2019 08:00 - 19:00 1 day
Strike Dates 8/20/2019 - 8/20/2019 18:30 - 06:30
Open or Closed to the Public Open

Generic Conditions
All vehicles must be parked on private property
Must comply with attached Rec & Park Conditions. Note: No smoking in City Parks unless guided by the Rec & Park Film Office Monitor or assigned Uniformed Fire Safety Officer in designated areas
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with merchant activity.
No interference with vehicular or pedestrian traffic
No Parking in handicap spaces at anytime.
No stopping and setting up in residential areas before 7am or after 10pm without prior approval
No stopping or setting up in front of merchants or residents without prior approval

Please see attached documents
LA FILM SCHOOL-INSIDE THE NOTEBOOK_STUDENT LETTER.pdf
GUIDELINES - 66039 O'MELVENY PARK.pdf

Equipment on Location

Type	Quantity
Cast/Crew vehicles	12
Cube Trucks	2
Fire Extinguisher (2A10BC Minimum Rating)	2
Generator	1
Portable restrooms	2

Personnel on Location

Type	Quantity
Cast	6
Crew	42
LA City UFSO assigned	45631
Off-Duty/Active LAPD Officer(s)	1

Filming Activities Atmospheric Smoke Effects; Brandishing weapons; Equipment on property; Equipment on sand; Exterior Dialogue; Exterior establishing shots; Exterior motion without sound; Handheld equipment; Park #66039;

Special Effects:

Type	No. Times Per Day	No. Takes Per Take
Smoke effects	1	1

Description of F/X Scene: Ambient Smoke for night scene. Not fire related.

Jurisdiction **Political:** Los Angeles City - Council District 12 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

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Summary Information — Location

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Production Title INSIDE THE NOTEBOOK

Location Manager Angelica REYES ESCRIBANO
Primary Phone Mobile - 7873672015
Secondary Phone

Approvals	LOS ANGELES CITY DEPARTMENT OF REC & PARKS - FILM OFFICE	Wendy Diplock
	LOS ANGELES CITY POLICE DEPARTMENT	Vincent Aguirre
	LOS ANGELES CITY FIRE DEPARTMENT - FILM UNIT	Jeffrey Hudson

Coordinator Note Rider A- releases location and collects Fire Officer fee and Park fees.

Coordinator Note Rider A- adds Prep dates & times;

1) Prep on August 19th from 5am-8am. 3 Cast and crew only.

2) Prep on August 20th from 6am-12pm. 3 Cast and crew only.

Coordinator Note Rider A- Releases film date of 8/19 only.

Coordinator Note Rider A- Park Monitor required on 8/19 from 5am-7pm (this time includes prep)

Parking

Base Camp
Location Type : Filming Location

Crew Parking
Location Type : Filming Location

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THE LOS ANGELES® FILM SCHOOL

July 22, 2019

FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028

RE: Angelica Reyes & Alejandra Hou's student film: "Inside the Notebook"

This is a letter to verify that **Angelica Reyes & Alejandra Hou**, and their cohort are full-time students in good standing at the Los Angeles Film School Extended Program **and as such are covered under the school's rental liability during the above student film shoot.** (Exceptions listed in the paragraph below). Please extend to them, and their fellow student crew any student discounts or considerations that your organization provides until the time that they graduate as indicated on their student ID.

A Certificate of Insurance should already be on file with your organization, but one is also available upon request (or attached to this letter). ***Please note that the Los Angeles Film School does NOT provide Automotive Insurance (which includes the towing of generators), Workers' Compensation Insurance, or insurance for high-end cameras, camera packages, lenses, or lens adapters for its students*.**

Further, ownership of the film rests entirely with the above director/producer of the student film. They have all signed an agreement that the film is not to be used for commercial purposes.

If you have any questions, please feel free to call or email me.

Sincerely,

JAY ZABRISKIE| Instructor - Film
The Los Angeles Film School
6363 Sunset Blvd. Hollywood, CA 90028
Ofc. Direct: 323-769-2856
jzabriskie@lafilm.edu | brain.lafilm.edu

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PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

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Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

O'MELVENY

- Ok to prep, film and strike at O'Melveny on 8/19/19 – 8/21/19 (see plot plan).
- Ok to have prop swords with LAPD present, water based atmospheric effect, a generator, plywood, wood, sand, lights on stands, grip equipment, cement base, cables.
- Company approved to build and dismount a training fill structure.
- Ok to have a catering set up with pop up tents, 5 tables and 20 chairs (see plot plan).
- Company approved to move trash cans, they must move themselves and must be placed off to the side in the dirt lot. Must put trash cans back where they were before moving.
- Ok to have 2 2ton trucks, porta potties and a cast trailer in the dirt lot (see plot plan).
- Ok to use only 10 spaces in the parking lot (see plot plan).
- Ok to have lights on stands and dolly track on the grass, **as long as dolly tracks are on plywood.**
- **Generator must be on a concrete/plywood base. Keep away from trees and brush.**
- **Company must leave all areas clean after they leave.**

- Fire extinguisher required for generators on site.
- Use of City utilities (water and electricity) is $75 per use, per day. **The company will be invoiced by the Park Film Office once filming is complete.**
- Pyrotechnics, explosions, stunts and special effects may be considered on a case-by-case basis for exterior use only and requires approval by LAFD and the Park Film Office. Any special effects that may cause damage to the interior/exterior of cave integrity are not permitted.
- Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.
- **Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site**.
- No simulated sex allowed on Park property.

- No nudity allowed on Park property.
- Ok to do two-minute pedestrian control while cameras are rolling.
- Not allowed to film any patron unless given permission with written consent.
- **Film permits do not provide exclusive use of a park or recreation area and includes the use of parking lots.**
- **Notifications signs must be posted at least 24-48 hours prior to filming as a courtesy for the public when requesting a playground area, basketball courts, soccer fields or baseball fields.**
- **Parking must be open and available for public use designated with proper signage by production.**
- **Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.**
- A 20 Foot unobstructed lane must be maintained between parked vehicles/trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.
- **Due to underground plastic irrigation lines and trees having shallow root systems, staking and or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.**
- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.
- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.
- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.
- No Smoking unless in designated area.
- No smoking on trails.
- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.

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F-154426
LOS ANGELES FILM SCHOOL – INSIDE THE NOTEBOOK
(O'MELVENY)

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